To: Presidents of the New York Metro Men’s Clubs

Re: Men’s Health Program Spring 2013

As the wellness chairman of the New York Metro FJMC I would like to

Organize a men’s health symposium in the spring.

1. What are the topics most important to your members?
2. Heart and brain health/stroke and heart attack
3. Urological issues/fertility, ED, prostate, sexually transmitted diseases
4. Depression, pain, dementia, ADHD
5. Bullying, internet, family and work relationships

Please rank those in order of preference and email me within 2 weeks.

(I heard from 26/29 club presidents)

1. Please suggest time and place, review for conflicts

My preference is a Sunday morning after minyan

1. When the time, place, topic were chosen, I invited physicians I knew who

were experts in their field and available and willing to participate in the program

1. I wrote to each of the speakers to formally invite them and a prepare a

Presentation with an allotted time. I informed them of the audience to whom

they would be presenting. I requested summaries of their presentations.

(I had back-up speakers for any cancellations).

1. Speakers were told to limit their presentation to 12-15 minutes.

PowerPoint and video equipment was made available

1. Six weeks prior to the date of the program, flyers were prepared and sent to

Each of the club presidents to be distributed to all men’s club members and to be included in their monthly bulletin and Shabbat brochure

1. I sent emails and spoke to each speaker weekly confirming their participation and preparation for their presentation.
2. Reminders were sent out to each of the club presidents to obtain a commitment of attendance in order to have sufficient seating and food. Further notes were sent to each of the club presenters to include bios of each of the panel presenters indicating their expertise.